

Virginia Board of Bar Examiners

2201 W. Broad Street
Suite 101
Richmond, VA 23220

NOTICE OF CHANGE OF ADDRESS

Applicants are required to maintain a current mailing address with the Board. Any address changes must be submitted in writing. **IMMEDIATELY** notifying the Board of an address change is a critical link that ensures the timely exchange of information between the applicant and the Board. No address changes can be guaranteed to be made two (2) weeks prior to the bar exam or two (2) weeks prior to the results being issued. Make sure you have a forwarding order on file with the United States Post Office to ensure prompt forwarding of your mail.

Applicants who have passed the bar exam and have not been licensed or who have not received their wall certificate (usually sent six months after licensure) should use this form for any change in address.

To notify the Board of any change in your mailing address, you may fill in this page on your computer or you may print the page and type or legibly handwrite your name and address into the fields of the address form below. This form may be faxed 804-367-0416 or mailed to the Board's office. Upon receipt of the Notice of Change of Address, your information will be updated. **Do not call the Board's office to verify receipt of your Notice of Change of Address.**

Send by Mail or Facsimile Transmission

FAX To: 804-367-0416

Or

**Mail To: Virginia Board of Bar Examiners
2201 W. Broad Street, Suite 101
Richmond, VA 23220**

For Board Use Only:
Change made on _____
By _____
CC to C&F: _____

NO. of PAGES: (1) One (this page only - no cover sheet required)

Bar Exam Address Change For: _____
Month (February or July) _____ Year _____

Name: First _____ Middle _____ Last _____

Street Address _____

Apartment No. _____

City _____ State _____ ZIP _____

Daytime Telephone Number (with area code) _____ E-mail Address _____